



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

| FOR AGENCY USE | | 1. Agency Address Department of Transportation #2 Capitol Square Office of Maintenance Atlanta, Georgia 30334 | FOR RECORDS MANAGEMENT USE | |
|---|--|--|------------------------------|-------------------------------|
| Application Date August 22, 1986 | | | Application Number 87-17 | |
| Application Number | | | Date Received SEP 8 1986 | Date Completed JAN 30 1987 |
| 2. Person to Contact Emery S. Horvath | | Working Title T.E. V | Telephone Number 656-5314 | |
| 3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void | | | | |
| 4. Dates of Series Earliest Latest 1974 To date | | 5. Records Series Title (followed by title used in office, if different) Maintenance Management System Microfiche Copies | | |
| 6. Division and Office Function What is the function of the Division and the Office in which this record series is created? DIVISION OF OPERATIONS: Provides staff support to the Department in the areas of Maintenance, Traffic Engineering and Safety, Utilities, Permits and Enforcement, Equipment Management and Field District supervision. OFFICE OF MAINTENANCE: Has responsibility for roadway and bridge maintenance, bridge inspection, asphalt plant operations, Sign Shop, Centerline Shop, Emergency Operations Center, maintenance budget and Maintenance Management System. | | | | |
| 7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: Maintenance Management System Included are: Microfiche copies of reports, MM-902, MM-906, MM-907, MM-908 and Annual Performance Budget. File is arranged: By report number by date. | | | | |
| 8. Monthly Reference Rate | | How often are records referred to which are: One to six months old <u>0</u> ; Seven to twelve months old <u>2</u> ; Thirteen to twenty-four months old <u>3</u> ; twenty-five months and older <u>2</u> . | | |
| 9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) <u>1/8 Cu. Ft.</u> | | | | |

IT NOT, where is it?

| | |
|---|--|
| X | b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation. |
| X | c. Is this a vital record? |
| X | d. Does this series have historical or long term research value? |
| X | e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately? |
| X | f. Is the information contained in this series ever published? If yes, attach copy. |
| X | g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy. |
| X | h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? |
| X | i. Is this series (or a major portion of it) regularly microfilmed? |
| X | j. Does the record series result in a computer printout? Copy distributed to District - One |

11. Retention Requirements The following requires the series to be kept: copy retained in office.

| | | | |
|--------------------------|--------------|-----------------------------------|-----------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | 20 _____ years. |
| c. Federal law | _____ years. | f. Federal retention instructions | 3 _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

e. Long term cost comparison and research/special study value.

12. Approved Disposition Instructions This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other _____ then,

- ☐ Hold in the current files area _____ month(s) _____ year(s); then
- ☐ Transfer to local holding area, hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☒ Other (Specify)

Reference Copy - Hold in current files 10 years, and until no longer needed for reference, then destroy.

Security Copy - Cut off file at the end of each fiscal year, then transfer to Archives Security Micro Film Vault, hold 20 years, then destroy.

These instructions apply to all prior and future accumulations of the series.

| | | | |
|--|--------|--|---------|
| Agency Head/Designee (Signature) | Date | Records Management Officer (Signature) | Date |
| <i>Donald B. Watson</i> | 9/2/86 | <i>Martha B. Burk</i> | 8/25/86 |
| Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.) | | State Records Committee (Signature) | Date |
| | | State Auditor/Designee | 1-19-87 |
| | | Secretary of State/Designee | 1/16/87 |
| | | Attorney General/Designee | 1/22/87 |